



New Jersey Department of Environmental Protection  
NOTICE OF VACANCY  
Posting Number: WRM21-016

( ) DIVISION/PROGRAM      ( ) DEPARTMENT      ( ) NJ STATE EMPLOYEES      (X) GENERAL PUBLIC

**TITLE:** Web Design Assistant (Hourly)      **SALARY:** \$18.00/hour  
**OPENING DATE:** April 8, 2021      **CLOSING DATE:** April 22, 2021  
**EXISTING VACANCIES:** One (1)      **WORK SCHEDULE:** 20-25 Hours Per Week

**PROGRAM/LOCATION:** DEPARTMENT OF ENVIRONMENTAL PROTECTION  
Water Resource Management Program  
Division of Water Supply and Geoscience  
401 East State Street, 4<sup>th</sup> Floor  
Trenton, NJ 08625

**SCOPE OF ELIGIBILITY:** Open to candidates who meet the requirements below.

**SPECIFIC TO THIS POSITION:** The Division of Water Supply and Geoscience regulates ground and surface water diversions and associated infrastructure for drinking water, agriculture and aquaculture industry, irrigation, and, provides technical assistance in reviewing and approving the construction of different types of wells in accordance with the Well Rules N.J.A.C. 7:9D. The Division also collects, analyzes and maps geologic, hydrologic, and quality data to support permit decisions; provides for planning for long-term water availability to minimize impacts from droughts and other emergencies; and, works with interstate agencies. The Division's Director's Office has an hourly position working under the Division's Communications Manager. The job duties include assisting in developing, maintaining, and enhancing Division Web pages.

The candidate must have a minimum of two years of college-level courses, with a strong working knowledge of Adobe Creative Cloud Suite software (specifically Dreamweaver) as well as WordPress.

**PREFERRED SKILL SETS:** Graphic design experience and/or familiarity with GIS (or other mapping applications).

**REQUIREMENTS:**

**EDUCATION:** The position is open to candidates who have, at a minimum, completed high school.

**RESIDENCY:** All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

**AUTHORIZATION TO WORK:** Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. **NOTE:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

**NOTE:** Interviews will be granted based on the cover letter, resume, and credentials submitted in response to this notice. Please include the posting number in the subject of the e-mail when submitting your credentials.

If you have established Veteran's Preference with the Department of Military and Veterans Affairs, please submit proof of this along with your resume.

**SUBMIT LETTER OF INTEREST, RESUME AND E-MAIL ADDRESS BY 4:00 PM ON THE CLOSING DATE TO:**

Cathy Bogart  
Water Resource Management  
PO Box 420; Mail Code 401-02A  
Trenton, NJ 08625-0420  
E-mail Address: WRM.resumes@dep.nj.gov

**POSTING AUTHORIZED BY:** Phiroza Stoneback, Manager  
Division of Human Resources

Accommodations will be made for qualified applicants or employees with disabilities  
New Jersey Department of Environmental Protection is an Equal Opportunity Employer